

## **DEPUTY FIRE CHIEF**

### **DEFINITION**

Under general direction, to assist in the development and implementation of Fire Department goals, objectives, policies and priorities; to direct, manage, coordinate, and supervise the personnel and activities of the Training and Operations division; to provide responsible administrative support to the Fire Chief and others; and to perform related work as required.

### **CLASS CHARACTERISTICS**

This is a management classification and the incumbent receives only general direction from the Fire Chief. Incumbent exercises direct supervision over management, professional, supervisory, technical volunteer and clerical staff.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Assists in planning, organizing and supervising all services and activities of the Training and Operations divisions of the Fire Department, including fire suppression, emergency preparedness, public services and programs, training and administration
- Manages the development and implementation of division goals, objectives, policies, procedures, priorities and standards of safety
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Participates in the development and administration of the department budget
- Interprets and applies provisions of laws, rules and regulations related to Fire Department matters
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Conducts staff and safety meetings
- Coordinates the department's work plan; meets with other management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; assists with division scheduling as needed
- Confers with citizens and City officials on fire-related problems; assists in the development of innovative fire-related programs, policies and practices
- Supervises the delivery of emergency services; responds to alarms as necessary and assumes command of emergency operations

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; recommends and directs the implementation of changes
- Oversees the maintenance and repair of department vehicles, apparatus, equipment and facilities; coordinates annual apparatus service testing; ensures equipment is maintained in a constant state of readiness for emergency operations; conducts safety inspections; selects, recommends and purchases equipment and vehicles as needed
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Represents the Fire Department to other City departments, elected officials and outside agencies; explains and supports Fire Department programs, policies and activities
- Coordinates department activities with other divisions, departments, governmental agencies and outside organizations
- Prepares and maintains a variety of records, reports and correspondence related to program activities
- Participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations
- Attends required training courses and seminars to stay abreast of new trends and innovations in the field of fire prevention and suppression, and emergency preparedness
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Acts on behalf of the Fire Chief as directed

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- City organization and functions; laws, rules and regulations governing Fire Department activities
- Pertinent federal, state and local laws, regulations, codes and ordinances
- Operational characteristics, services and activities of a comprehensive municipal fire protection program
- Modern principles, practices, techniques and equipment of fire science, operations and training
- Equipment procurement and maintenance
- Recent developments, current literature and sources of information related to fire science and safety

- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

**Skill in:**

- Planning, organizing, assigning, supervising, reviewing and evaluating the activities of program areas within the Fire Department
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures and work standards to ensure provision of effective and efficient municipal law enforcement services
- Research, analyze and evaluate new service delivery methods, procedures and techniques
- Coordinating department activities with other City departments and agencies as required
- Making sound decisions and directing operations at an emergency scene; reacting quickly and calmly in emergency situations
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to program activities
- Properly using fire suppression and other work related equipment
- Interpreting, analyzing, applying and enforcing federal, state and local laws, rules and regulations
- Identifying and responding to community and City Council issues, concerns and needs
- Planning and administering a complex budget; allocating limited resources in a cost-effective manner
- Researching, analyzing and evaluating new service delivery methods, procedure and techniques
- Preparing clear, concise and logical written and oral reports
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major coursework in fire technology or a related field and eight (8) years of broad and extensive experience in a responsible capacity in an organized fire department, including four years in a responsible supervisory/management position.

**LICENSES AND CERTIFICATES**

Possession of, or the ability to obtain, a State of California Fire Officer Certificate  
Valid State of California Class “B” operator’s license  
Possession of valid First Aid and CPR certifications

### **PHYSICAL DEMANDS**

Work is performed in an office and field environment and requires driving on surface streets and occasional exposure to traffic hazards, weather conditions, fire hazards, electrical currents and air contaminants. Requires the mobility to work in an office and field environment; on an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or field work; lift light to moderately heavy weights. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment and driving a motor vehicle. Requires manual dexterity to perform simple grasping and fine manipulation including operating a keyboard; vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone or radio.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.